

TELEWORK EQUIPMENT NEEDS & CAPABILITY SURVEY

Name: _____

Division: _____

Branch: _____

- | | Yes | No |
|--|-------|-------|
| 1. Do you currently telework ?
(If no, skip to Question #3) | _____ | _____ |
| 2. Do you have an agreement in place? | _____ | _____ |
| 3. Do you have the following equipment at home? | | |
| Computer | _____ | _____ |
| Printer | _____ | _____ |
| Fax Machine | _____ | _____ |
| 4. If asked, would you be willing to use your
telephone, personal computer, printer, or fax
machine to work at home during a pandemic? | _____ | _____ |
| 5. Do you have internet connectivity at home? | _____ | _____ |
| 6. What type of operating system do you have on your computer? | | |
| Windows 98 _____ | | |
| XP _____ | | |
| Other _____ | | |
| 7. If yes, how do you gain access? (circle one) | | |
| DSL Cable Modem Telephone Modem | | |
| 8. Are you currently able to access your e-mail
from home? | _____ | _____ |
| 9. Do you have any government-issued
equipment? If so, check all that apply below. | | |
| Computer _____ | | |
| Printer _____ | | |
| Fax Machine _____ | | |
| Other _____ | | |
| 10. Do you have a laptop at work that you could
use at home? | _____ | _____ |

11. What equipment would you need HRD to provide to effectively telework from home during a pandemic? (Circle all that apply)

Computer Fax Printer Phone Card Internet Access
Other _____